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Rec. mgt 3-3-2

Chief, Stock Management and Requirements
Section, Supply Division, Office of Logistics

1 JUN 1959

Records Management Staff

Excess Filing Equipment

1. I am returning the attached reports of Inventory Adjustment without our concurrence. I do not feel at this time that safe-type equipment which is economically repairable should be disposed or declared excess. The demand for safe equipment in the past has been tremendous and expensive and this demand although subdued still exists.

2. Although we have no immediate requirements for use of this equipment, I feel it's disposition must be considered in terms of Agency requirements for the next several years. As I understand the situation at this time, there will be some additional secured type areas in the new building. This undoubtedly will cause more filing equipment to be returned to stock. However, those offices that do not get secured space and use safe equipment now will continue to need and use it.

3. A major factor causing the high rate of return of equipment has been due to our efforts during the past two years to streamline filing methods in the larger filing installations. We have done this by use of new type equipment which greatly increases filing capacity to floor space ratio. During the same period, issuance of additional equipment to Agency components has been reduced substantially by our review of supply requisitions.

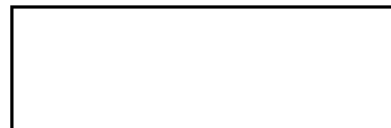
4. I fully realize these controls will and have caused erratic fluctuations in stock on hand. Last year, for example, there was a need for 4-drawer safe equipment. Now some of those procured at that time are scheduled for delivery in 1961. We hope (by making substitutions with equipment already procured) to stabilize this situation and eliminate the continuous need for new procurement.

5. The present rate of issues, of filing equipment, may not be representative of the true situation. If we should discontinue our review of these requirements now, for example, there would probably be a sharp increase in the demand for these items. We are however asking the Chief, Supply Division, to forward requisitions to us for review for another year. This does not, incidentally include field or overseas requirements.

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6. As to the current situation I would like to suggest that the items on the attached reports be listed on an Agency Excess List and routed to key officials. Some of this excess equipment could also be exchanged for that portion of the emergency standby equipment which is of the type that can be used overseas. This would undoubtedly require prior approval of the Office of Security. We will be glad to assist you in anyway we can with this proposal.



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